

May 30, 2007

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – Volunteers/School Bus Drivers and  
Substitute Transfer Procedures

**IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.**

### **VOLUNTEERS**

On May 4, 2007, Acting Governor Richard Cody signed into law PL 2007, c. 82, allowing a facility, center, school, or school system under the supervision of the Department of Education or a board of education (educational facility) to require criminal history record checks for individuals who, on an unpaid voluntary basis, provide services that involve regular contact with pupils. If an educational facility determines to exercise its discretion and require such checks, it must pay the fee for the volunteer to be printed as well as all administrative costs. Alternatively, the educational facility may reimburse an applicant serving in a paid position for the cost of the check.

The procedures established within the Criminal History Review Unit (CHRU) for processing unpaid volunteers will be the same as for new applicants. The educational facility will provide the volunteer with the Universal form and either the educational facility or volunteer will schedule the appointment with MorphoTrak to LiveScan the volunteer's fingerprints. The district will have the volunteer go on-line to the department Website at the following address: <http://www.nj.gov/education/educators/crimhist/>, click on [Epayment Criminal History Record Check](#) and select "New Administration Fee Payment Request." Follow the instructions for completing the on-line payment process.

Upon receiving state and federal clearance, the unpaid volunteer will receive an approval letter with the raised blue seal of the State of New Jersey and the educational facility will receive the computer printout sheets as is customary. If the unpaid volunteer is disqualified, the unpaid volunteer and educational facility will be notified and the volunteer must immediately be removed from contact with the students.

### **SCHOOL BUS DRIVER AND SUBSTITUTE TRANSFER PROCEDURES**

Currently, state law requires school bus drivers to undergo a criminal history record check when initially obtaining the "S" endorsement authorizing them to transport school

children and thereafter each time they renew their driver's license. Individuals in substitute positions may seek employment in additional educational facilities following their initial printing provided they remain continuously employed in one of the original districts. Should the school bus driver or individual in a substitute position move to a new district or authorized school bus contractor, this office previously had no tracking system in place. If notification of an arrest is added to the criminal history record of individuals in these positions, this office could not make proper notifications.

**Effective immediately, all educational facilities or authorized contract service providers that are employing school bus drivers or individuals in substitute positions that transfer from another employer must submit a Transfer Request online at the department Website, to the Criminal History Review Unit. Please visit our Website at: <http://www.state.nj.us/education/educators/crimhist> and select "ePayment Criminal History Record check" then select Transfer Requests – (Only individuals serving in substitute positions and school bus drivers are eligible). There is no fee for filing a Transfer Request.**

It is extremely important that all educational facilities and authorized school bus contractors comply with this mandatory directive for the health and safety of the school children. For additional information concerning this process, please contact the CHRU at 609-292-0507.

RJC/CC/csa.volunteers.ltr

c: Members, State Board of Education  
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